

Minutes of the Interim School Development Board Meeting
held on Monday 1st July 2024 at 6:30pm at Marling School

Present:- Jane Exworthy (JE, Chair), Jules Godfrey (JG, HT),
Alison Campbell-Black (ACB, Vice-Chair) (**online**), Katie Hughes (KH),
Ayo Jimmy (AJ), Andy MacDonald (AMacD), Jo Roberts (JR)

In Attendance:- Duncan Cook (DC), Rachel Jenkins (RJ, Clerk)

Apologies:- None

Key
*Governor support, questions, and challenge
**Responses

1. Welcome

JE welcomed everyone to the meeting.

2. Apologies

All attendees present with ACB attending virtually. The meeting is quorate.

3. Declarations of Interest

There were no declarations of interest.

4. Minutes from the Previous Meeting

Minutes from the previous meeting dated 3rd June 2024 have been circulated to the committee prior to this meeting.

➤ *The minutes were proposed by AJ; seconded by JE and unanimously approved.*

5. Matters Arising and Action Points

5.1 Action Points

- ISDB27: Ongoing
- ISDB29: Complete
- ISDB41: Ongoing
- ISDB44: Ongoing
- ISDB45: Ongoing

ISDB46: Ongoing
ISDB48: Ongoing
ISDB51: Complete
ISDB52: Complete
ISDB53: Complete
ISDB56: Ongoing
ISDB57: Ongoing
ISDB58: Ongoing
ISDB59: Complete
ISDB60: Ongoing
ISDB61: Complete

6. Governor Recruitment

DC reported that the advert for new governor recruitment had gone well and four candidates with a range of experience, professions and backgrounds have expressed interest.

JG and DC will host conversations and a school tour with the proposed new governors with the prospect of having four new governors to take the school board forward in September 2024. It was suggested that the new SDB is set up from September with the composition of two staff governors, two parent governors, the Headteacher plus four existing governors. None of the prospective governors are currently parents.

* A governor asked whether there would be the expectation for people to transition from one board to the other.

** The existing governors would need to be voted in.

JE will need to step back from the new SDB and therefore a new Chair will need to be proposed and elected at the first SDB meeting in September. JE will attend meeting in September to facilitate transition.

DC will engage with KW about transitioning from the ISDB to the permanent SDB, including arrangements to support Ofsted inspections should these occur in the interim.

JG will put out an advertisement for staff governors with elections to be held immediately in September.

DC will keep the governor advertisement rolling and in September will write to local businesses to see if there are any interested governor candidates within local business.

* A governor made the point that there needs to be continuity from existing ISDB to new SDB with new members to the governing body.

** DC will clarify the exact process of ratifying new governors at the next Trustee board meeting.

Action (ISDB62): DC/JG

7. External Review

This is the second school review; the review and an External Review Key Lessons document have been shared with governors on GovernorHub. JG has shared a summary with the staff with the key positives and key messages which they need to take forward and implement where necessary.

There were some clear positives across the school setting expectations around key priorities. JG to hold Curriculum meetings for leaders and Pastoral meetings for leaders. There is a plan to implement lunchtime meetings with heads of departments from a range of disciplines to see what structures they would like in place as middle leaders and what support will facilitate them to do their jobs. This investment is to support middle leaders in working with staff in a positive way and thriving within their roles. DC has engaged John Sullivan, an educational consultant, who has worked extensively with various different trusts for leadership and support.

There is a continued focus on maintaining a robust culture of safeguarding – the emphasis being on a proactive approach rather than reactive approach. All staff have a responsibility for doing this every day and Bromcom and CPOMS is being used with increasing confidence and purpose. SEND has been relocated and is now in the main school building at the hub of things. Strategies for SEND are being used in the classroom.

* A Governor asked what DC's work with Jonathan Sullivan entailed.

** DC confirmed that he undertakes department walks with heads of departments asking 'what do you see?', 'what do you think? Essentially the process of looking objectively at what is going on in classroom.

* A governor queried if the allowance of 15 Educational Psychologist hours per year was an appropriate level.

** KH confirmed that Educational Psychologists are very expensive and very hard to get so 15 hours is good to have.

* A governor queried the concern around poor behaviour towards female and support staff.

** There is a log of this and the Behaviour Policy is being comprehensively updated with a clear expectation of behaviour to all staff members.

* A governor asked about the status of SCR.

** DC reported that this is up to date and compliant.

In summary, the second school review showed positive progression and this will be incorporated into the SIP.

* Governors feel that this is encouraging and noted that SLT have moved the school on.

8. Safeguarding Audit and Action Plan Update

KH reported that there have been no major incidents since the last ISDB meeting and no new referrals to Children's Services.

KH will start working with the Early Help Co-Ordinator to start looking at pupils from other Local Authorities. This contextual safeguarding will look at the context of the environment in which pupils attending Marling School are coming from. There needs to be an understanding that pupils attending school come from a wide geographical area and therefore what they are coming into contact with in their various environments.

* A governor asked how we manage this element of the school cohort.

** KH reiterated that as DSL it is her responsibility to make sure everyone is aware of signs of pupil's changing behaviour and what might constitute a cause for concern.

Attendance is currently good and there is now an allocated member of staff who monitors this.

* A Governor who has recently completed Safeguarding training made the point that governors need a regular report to see how trends are developing and gain a sense of what is happening.

** KH will run a Safeguarding audit in Term 2 – a review of the year when we have completed the year.

9. Review of LTA02 (trips planning process for SEND)

This is to be moved to the next meeting agenda due to the necessary staff member being on a school trip.

10. Mobile Phone Policy

JG reported that the implementation of this policy has been very successful with few mobile phones being confiscated or being seen around site. There has been a lot more playing, talking and interacting by pupils which has had a positive impact on the atmosphere of the school. Parents have been overwhelmingly supportive of the school, and staff are modelling this behaviour around mobile phones which helps consistency and reinforcement. Y6 induction visitors today were introduced to the policy in readiness for September 2024.

As the weather deteriorates over the winter, this is expected to pose more of a challenge but there are plans to address it, for example putting in more pastoral support around this time and providing alternatives such as board games.

* A governor made the point that pupils not having access to mobile phones has had an effect on up to date communication with parents.

** JG understands that this is a challenge and there is work taking place on various systems to enhance communication between school and parents.

11. Policies

11.1 Health & Safety Information for Visitors Policy

AY had three minor amendments to the policy. JE had a minor query regarding the policy. RJ to

amend and reformat the policy to incorporate these adjustments and bring back to the next ISDB meeting.

ACTION (ISDB63): JG/RJ

11.2 Lettings Policy

JR had some considerable concerns regarding the suitability of purpose of this policy which other members of the board agreed with. After discussion by the board it was decided that this policy needs to be a Trust-wide policy. It was decided to RAG-rate this action as Red and escalate to CBAT.

ACTION (ISDB64): RJ

12. Any Other Business

* There has been a lot of discussion about teachers moving on. Can there be an update on this?
** This is to be expected after the year that has happened. A lot of teachers are moving on as a result promotion, shorter commute etc.

JG reported that as of today, she has appointed for all teacher vacancies. Appointments for the internal TLR posts are still being made as well as continuing recruitment for Teaching Assistants.

13. Date of Next Meeting

Monday 15th July at 6:30 pm on Teams.

➤ *The meeting ended at 9:05 pm.*